City of Crystal Lake
Department of Public Works
Emergency Flushing Facilities Policy

Original Date:	**1-06-2006**
Revised Date:	**12-19-2024**
Approved Date:	**12-19-2024**
Approved By:	**M. Magnuson**

Next Required Review Date: 12-19-2026

PURPOSE

When working around corrosive chemicals and hazardous materials the first line of defense should be use of the proper personal protective equipment and proper chemical handling. However, in the event of a chemical exposure incident the City has made Emergency Flushing Facilities available. This document provides directions for properly locating emergency flushing stations, instructions for the inspection of emergency flushing stations and guidelines for emergency flushing facility training frequency. This document was created referencing OSHA standard 29 CFR 1910.151(c) and the American National Standards Institute's ANSI Z358.1.

RESPONSIBILITES

Management

- Emergency showers and eye wash stations will be provided in all facilities where a person may be exposed to any injurious corrosive materials or have a reasonable expectation of exposure to hazardous materials.
- A list of emergency flushing equipment locations will be maintained. (*Appendix A*)

- New installations and full replacement of flushing equipment shall comply with the ANSI Z358.1 standard in effect at the time of installation.
- Emergency flushing stations shall be installed in accessible areas and be located no more than 10 seconds walking distance from the hazard. Emergency flushing stations shall be installed on the same level as the hazard, be in well-lit areas and identified with highly visible signs. These areas shall be free of all obstructions that would inhibit the emergency flushing stations immediate use.
- Plumbed emergency showers and eye wash equipment shall be activated monthly to flush the water line and ensure proper operation. Division supervisors shall designate someone to assume this responsibility.
- Nozzles on eyewash units shall be protected from airborne contaminants and removal should not require a separate motion when operated.
- Plumbed, gravity fed and personal eyewash equipment shall be inspected monthly and maintained in accordance with manufactures instructions.
- Ensure that provisions are made to prevent any unauthorized closing of any supply line shut-off valves installed for maintenance purposes.
- Verify gravity fed eye wash units that contain their own flushing fluid are refilled and or replaced after each use or when the expiration date has passed.
- The emergency flushing equipment manufactures operation, maintenance and inspection instructions shall be available to maintenance personnel.
- A monthly inspection log shall be provided at each emergency flushing station.
- Any deficiencies reported regarding emergency flushing stations shall be promptly addressed and corrected.

Employees

- Document compliance with monthly inspection.
- Report any deficiencies found with emergency flushing facilities to the division supervisor.
- Ensure all emergency flushing facilities are free of obstructions at all times.
- Notify supervisors if self-contained emergency flushing units have been discharged or are expired so flushing fluid can be refilled or replaced.

SCOPE

Inspection Procedures

- The inspector shall ensure emergency eyewash stations and showers are identified with signs and that the area surrounding the emergency flushing facility is well-lit and free of obstructions.

- The inspector shall flush plumbed emergency showers and eyewashes for a period long enough to verify operation and ensure that flushing water is available.

- **Plumbed Emergency Showers**

The inspector shall ensure that:

- Valves activate in one second or less.
- Valves stay open without continued use of hands.
- Valves remains open and water flows until the user closes the valve.
- Any supply line shut-off valves are to the open position.

- **Plumbed Emergency Eyewashes**
  The inspector shall ensure that:
  - Valves activate in one second or less.
  - Valves stay open without continued use of hands
  - Valves remains open and water flows until the user closes the valve.
  - Nozzles are protected from airborne contaminants by way of a specialized cover and that cover removal requires no special motion by the user.
  - Any supply line shut-off valves are to the open position.

- **Self-Contained Emergency Eyewashes**
  The inspector shall ensure that:
  - Units are properly filled with flushing fluid.
  - The flushing fluid in the units in not passed its expiration date.

- The inspector shall immediately report any deficiencies found with the emergency flushing facilities to the division supervisor for correction.

- The inspector shall initial the monthly inspection log at each emergency flushing facility.

TRAINING

Training shall be provided to all new employees and for all employees, as necessary thereafter, on the use, location and inspection of emergency flushing facilities. Training will cover this policy as well as emergency flushing procedures.

ENFORCEMENT

The Public Works Department, through the office of the Director of Public Works, may take, among others, any of the following disciplinary actions against any employee who has violated the rules and regulations of the department:

a) oral reprimand;
b) written reprimand;
c) suspension without pay;
d) termination of employment

POLICY REVIEW

The City of Public Works Department's "Safety Policy Review Committee" will review the Emergency Flushing Facilities Policy every two years and update as needed.

Appendix A

Emergency Flushing Facility Locations

Public Works Garage

Fleets Area

- Eye Wash is located at entrance of bathroom.
- Eye Wash is located at double doors on north wall.

Streets Pod

- Eye Wash is located east wall outside of bathrooms.

Water and Sewer Pod

- Eye Wash and Emergency Shower are located on the North wall.

Water Plants:

Water Plant #1

- Eye Wash Bottles are located to the right of the sink on the wall.
- Eye Wash and Emergency Shower are located inside the fluoride room.

Water Plant #2

- Eye Wash is located by the entrance on the wall.
- Eye Wash and Emergency Shower are located inside the fluoride room.

Water Plant #3

- Eye Wash is located on the wall left of the sink in the lab.
- Eye Wash and Emergency Shower are located right outside the fluoride room.

Water Plant #4

- Eye Wash is located on the wall left of the sink in the lab.
- Eye wash and Emergency Shower is located in the plant next to the chemical room.

Water Plant #5

- Eye Wash is located on the sink in the lab
- Eye Wash and Emergency Shower are located inside the fluoride room

Wastewater Treatment Plant #2

GBT Building

- Eye Wash and shower located on South end of building.

Chemical Feed Building

- Portable Eye Wash located near middle building.

Generator Room – Blower Building.

- Portable Eye Wash located on wall South wall.

Chlorine Room – Blower Building

- Portable Eye Wash located on west wall.

Centrifuge Building

- Eye Wash and shower located near wall on South end of building.

Maintenance Garage

- Eye Wash and shower located near wall on Southeast end of building.

Control Building

- Eye Wash and shower located in foyer to main entrance.

Wastewater Treatment Plant #3

Chlorides Building

- Eye wash bottles located on north wall

Sand Filter Building

- Eye Wash and shower located near west wall. Eye wash bottles on east wall

Effluent Building

- Eye Wash located. East wall

Lift Station Facilities

Lift Station #12

- Eye Wash is located near the entrance. Mounted on an adjacent wall

Lift Station #13

- Eye Wash is located near the entrance. Mounted on an adjacent wall

Lift Station #16

- Eye Wash is located near the entrance. Mounted on an adjacent wall

Lift Station #19

- Eye Wash is located near the entrance. Mounted on an adjacent wall

Lift Station #20

- Eye Wash is located near the entrance. Mounted on an adjacent wall

Lift Station #21

- Eye Wash is located near the entrance. Mounted on an adjacent wall

Lift Station #22

- Eye Wash is located near the entrance. Mounted on an adjacent wall

Lift Station #23

- Eye Wash is located near the entrance. Mounted on an adjacent wall

Lift Station #24

- Eye Wash is located near the entrance. Mounted on an adjacent wall

Lift Station #25

Eye Wash is located near the entrance. Mounted on an adjacent wall

Lift Station #26

- Eye Wash is located near the entrance. Mounted on an adjacent wall

Lift Station #29

- Eye Wash is located near the entrance. Mounted on an adjacent wall

Emergency Flushing Station Monthly Inspection Log

	Week 1		Week 2		Week 3		Week 4	
	Wk of	Int	Wk of	Int	Wk of	Int	Wk of	Int
January								
February								
March								
April								
May								
June								
July								
August								
September								
October								
November								
December								